

OPERATING POLICIES AND PROCEDURES

CATEGORY: VEHICLE RESERVATIONS	DATE ISSUED: 1-01-04 REVISED: 02-01-15	EFFECTIVE DATE 02-01-15	POLICY NO: VR-4
TITLE: RENTAL RATES			PAGE 1 OF 2

Fleet Services Revised Rates Effective 2/1/2015

	Mileage Limit of 11429		Mileage Limit of 20000	
Vehicle Type	Monthly Rate	Excess Mileage Rate	Monthly Rate	Excess Mileage Rate
Mid-Size Sedan	\$466.76	\$0.36	\$670.19	\$0.33
Compact Sedan	\$413.99	\$0.30	\$608.71	\$0.29
4x2 Trucks	\$530.11	\$0.42	\$915.70	\$0.47
Cargo Vans	\$548.59	\$0.44	\$837.97	\$0.43
Mini-Vans	\$518.47	\$0.41	\$805.25	\$0.41
4x4	\$648.76	\$0.55	\$977.62	\$0.51
SUV	\$626.16	\$0.52	\$1,059.42	\$0.56
Lg Passenger Van	\$640.07	\$0.54	\$959.24	\$0.50
Police Sedan	\$597.08	\$0.49	\$899.79	\$0.46

Note: These Rates represent the most common vehicles. For information on specialty vehicles contact Fleet Services.

Daily Reservation Rate:

Vehicle Type	20% Discounted Daily Rate	Excess Mileage Rate	Full Daily Rate	Excess Mileage Rate
Compact Sedan	\$20.10	\$0.30	\$24.12	\$0.30
4x2 Trucks	\$25.73	\$0.42	\$30.88	\$0.42
Cargo Vans	\$26.63	\$0.44	\$31.96	\$0.44
Mini-Vans	\$25.17	\$0.41	\$30.20	\$0.41
4x4	\$31.49	\$0.55	\$37.79	\$0.55
SUV	\$30.40	\$0.52	\$36.48	\$0.52
Lg Passenger Van	\$31.07	\$0.54	\$37.48	\$0.54

The daily rate (above) includes fuel and a daily mileage allotment of 100 miles for out-of-state travel. An additional charge per mile will be assessed for every mile over the 100 miles per day allotment for out of state travel (see chart above).

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Additional Charges

<u>Abbreviation</u>		<u>Charge</u>
UU	Unauthorized Usage	Full Rate of Reserved Vehicle
KK	Kept keys Beyond Reservation	Full Daily Rate of Reserved Vehicle for each day keys are kept
DN	Detailing Necessary	\$75.00 Minimum
FF	Fuel Flag	\$50.00
OG	Out of Gas	\$125.00
RC	Vehicle Returned to Wrong Site (including not parking in designated pool site area)	\$125.00
EA	Extreme Abuse	See Fleet Administrator
LC	Late Cancellation	Daily Rate
NS	No Show	Full Rate of Reserved Vehicle
Other Charges: Lost Fuel Card		\$50.00
Lost Keys		Dealer Price + \$50.00
Damaged or Missing EZ Pass		Transponder Price + \$50.00

*LC – Anything less than 2 ½ hours notice of cancellation before departure or up to 1 hour after dispatch time.

Excess Mileage Rate

Varies by vehicle type. Call Fleet Services for Rates.

SURCHARGE RATE:

All rentals are charged full rate which includes a 20% surcharge if reservation is not made via the on-line portal and received at least 2.5 business hours prior to pick up. **Reservations made via phone, fax, email or the internet/intranet are charged full rate which includes 20% surcharge.**